

**SENIOR NEIGHBORHOOD STANDARDS SPECIALIST***Class Definition*

Under general supervision, provides lead direction and participates in office and field work related to the maintenance of properties in conformance with various complex City ordinances.

*Distinguishing Characteristics*

Senior Neighborhood Standards Specialist is the advanced working/lead level class in the Neighborhood Standards Specialist series. Incumbents provide lead direction and participate in various enforcement activities to assure compliance with City ordinances enforced by the Code Enforcement Division. These ordinances include public nuisance, weed abatement, illegal dumping, used and waste tires, and complex zoning and sign violations and others as may be assigned. Incumbents are expected to effectively arbitrate and develop constructive solutions to neighborhood problems in conformance with the full range of codes. This class is distinguished from Housing Program Supervisor in that the incumbent of the latter has first-line supervisory responsibility. It is distinguished from Neighborhood Standards Specialist II in that the latter is the journey level class in which incumbents perform the full range of duties but do not have on-going lead level responsibilities.

*Typical Duties*

(May include but are not limited to the following)

Provides lead direction to assigned subordinates.

Receives and responds to citizens' inquiries and provides full assistance in assuring that the inquiries are effectively answered; assists the public in interpreting the provisions of pertinent City ordinances.

Receives and documents complaints from citizens regarding possible code violations.

Coordinates the handling and resolution of complaints with other divisions, City departments, and outside agencies.

Conducts field investigations to identify possible violations of the various complex ordinances administered by the Code Enforcement Division; conducts field inspections to ensure compliance with code provisions; writes letters to citizens regarding code provisions.

Consults with property owners and contractors on methods of abatement and inspects contract work to authorize payment.

Conducts research of City records to determine property development requirements or standards.

Keeps and updates records pertaining to case information and compiles statistics and prepares periodic reports as required.

Issues administrative citations for non-compliance with applicable codes; appears as an expert witness in appeals, at notice to show cause hearings, and in court.

Assists in the preparation and implementation of programs to support enforcement of regulations.

Performs related duties as assigned.

*Knowledge, Skills and Abilities*

Knowledge of Fresno Municipal Codes on land development, signs, public nuisances, weed abatement, and other applicable codes and regulations.

Ability to provide lead direction for subordinates engaged in complex and sensitive neighborhood code compliance activities.

Ability to work effectively with individuals and neighborhood groups to address neighborhood standards.

Ability to arbitrate disputes related to code standards.

Ability to analyze codes in relation to field conditions and to develop constructive solutions to address variances with the code.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Ability to make clear and persuasive oral presentations.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Ability to maintain accurate technical and administrative records.

Ability to use a variety of computer business software applications.

*Minimum Qualifications*

One year as a Neighborhood Standards Specialist II with the City of Fresno.

**- OR -**

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, public

administration, business administration, or closely related field; and two years of experience involving the enforcement of municipal codes related to zoning and development standards. Related technical experience which required the enforcement of local governmental codes and ordinances in a public or field setting may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirement*

Possession and maintenance of a valid California Driver's License is required during the entire term of employment as a Senior Neighborhood Standards Specialist.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_